

**Summary of the
Board of Directors Teleconference
October 23, 1997**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on Thursday, October 23, 1997 at 1:30 p.m. The meeting was led by its Chair, Ms. Carol Batterton of the Texas Natural Resources Conservation Commission. A list of action items is provided as Attachment A and a list of participants is given in Attachment B.

Change of Date for Interim Meeting

The date of the Interim Meeting has been tentatively set for January 12, 1998. Mr. Ted Coopwood is negotiating with the Sheraton National Hotel in Arlington, VA. A discussion ensued regarding setting up this Interim Meeting sooner than has been done in the past to ensure a meeting place and time.

Memos from Office of Water

The Committee felt that the memorandum from Cynthia Dougherty, Director of the Office of Ground Water and Drinking Water, EPA, was an excellent endorsement. This memorandum is to announce the availability of alternative guidance for use by states in the certification of laboratories under the Safe Drinking Water Act (SDWA). Also, they discussed the memo from Caroline Madding and Ed Glick, NELAC Assessments, regarding Regional certification for NELAC.

E-mail from Oregon

Dr. Irene Ronning sent an e-mail regarding the fact that Oregon planned to apply for accreditation during the first round. Ms. Bouchard stated that Minnesota would not be ready to apply during the first round.

Next Annual Meeting

Ms. Batterton stated that she had been negotiating with the Omni Hotel in San Antonio, TX for the week of June 28, 1998 for NELAC IV. A discussion on having exhibitors to offset expenses ensued. Mr. Ron Cada stated that ten exhibitors, at a meeting he was presently involved in, were being charged \$1,000.00 each. Ms. Batterton will contact Ms. Marion Thompson, Conference and Management Committee, to get a recommendation from them on this issue.

Feedback on Ombudsman

Ms. Batterton stated that she had received a few responses from the Chairs of the different Committees regarding the idea of having Board members serve as an Ombudsman for their

Committee. The Chairs that had responded were in favor of the idea.

OSWER Memo on PE Samples

The Committee discussed the memo from OSWER on their PE program. They felt that there were a few items that needed to be clarified (Item 2, matrices; Item 4, who are they talking about in the last sentence; and Item 5, true values rather than mean values).

Other Items

Ron Cada briefed the Committee on how he, Chuck Wibby, Jerry Parr and Robert Luna were putting together a program to brief the laboratories in Colorado on NELAC. Mr. Cada stated that he would video tape the session for others to use. Mr. Tatsch stated that there was a powerpoint file with information concerning what NELAC is available and that he could distribute it to the Board members.

Action Items
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Item No.	Action	Date Completed
1.	Ms. Batterton to put the issue of planning the Interim Meetings at least 6 months in advance on the agenda for a future meeting.	
2.	Ms. Mourrain needs to ask for clarification from OSWER on items in their policy statement regarding Performance Evaluation (PE) Program.	
3.	Mr. Gene Tatsch will talk to Mr. Coopwood regarding sending the powerpoint file on NELAC Facts to the Board members.	

Attachment B

Participants
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Name	Affiliation	Telephone/FAX No.
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Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Pauline Bouchard Invited Guest	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514 email: pauline.bouchard@health.state.mn.us
Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
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